

**MINUTES OF THE SEPTEMBER 17, 2014
ARLINGTON BOARD OF ASSESSORS' MEETING**

The meeting was called to order at 6:05 p.m. by the Chairman Kevin Feeley. Also present were Robert Greeley and Mary Winstanley O'Connor.

The Board commenced the scheduled interviews. Interviewed:

DREW MANLOVE

Mr. Manlove is employed by the City of Worcester Assessing Department as an Assistant Assessor.

He indicated that he was experienced with Vision CAMA. He did not have experience with Patriot Properties software used by the Town of Arlington.

Though he understands the certification process, he had no specific experience completing tax recap forms as this was not part of his job duties.

Mr. Manlove stated that he reviews abatement applications and makes recommendations to the Chief Assessor.

Mr. Manlove had completed his MAA coursework and his designation is pending.

PAUL TIERNEY

Mr. Tierney is the Deputy Assessor for Winthrop, MA. This is equivalent of the Director of Assessment position in the Town of Arlington.

Mr. Tierney has performed two tax certifications and is in the process of doing a third.

His experience in Winthrop is comparable to what the Board of Assessors of Arlington is seeking. Winthrop has 5,600 parcels.

Mr. Tierney has no assistant in Winthrop – he handles all aspects of the office.

Mr. Tierney advised the Board that he had already submitted the LA3 and LA4 for Winthrop.

THOMAS BERUBE

Mr. Berube has a diverse skill set. He has been a member and chair of the Board of Assessors for Georgetown, for a number of years.

There are two (2) people in the office – data collector and clerk. Georgetown has 3,300 parcels. Mr. Berube stated that he is involved in dealing with DOR and trained in Vision software.

Presently, he spends 20 hours a week in office. He said that the office receives 30-50 abatement applications on average per year, which consist of primarily commercial and industrial abatements.

The Board entered discussions and deliberations about the three applicants. Each had different attributes.

A motion was made by Mary Winstanley O'Connor seconded by Robert Greeley to offer the position of director of assessment to Paul Tierney based on his experience, education, training and skill set and to authorize Caryn Cove Malloy to check Mr. Tierney's references and conduct a background check and to make a conditional offer of employment to Mr. Tierney with the final employee package to be approved by the Board of Assessors. Unanimously voted.

Robert Greeley made a motion, seconded by Mary Winstanley O'Connor, to meet Monday, September 22, 2014 at 5:30 p.m. to discuss the actual appointment for the Director of Assessment and approval of the final salary and benefits package. If the negotiations have not been concluded by then, a meeting shall occur on Wednesday, September 24, 2014 at 5:30 p.m. Voted unanimously.

Minutes

Motion made by Robert Greeley and seconded by Kevin Feeley to approve the September 11, 2014 minutes. Voted unanimously.

Motion made by Mary Winstanley O'Connor, seconded by Robert Greeley to adjourn at 7:50 p.m. Voted unanimously.

Respectfully submitted,

Mary Winstanley O'Connor
Acting Secretary